

# Governance, Communications & Engagement Committee

## 10 February 2021



Meeting is held in the Council Chamber, Level 2, Philip Laing House  
144 Rattray Street, Dunedin

### Members:

Cr Michael Deaker, Co-Chair	Cr Gary Kelliher
Cr Michael Laws, Co-Chair	Cr Kevin Malcolm
Cr Hilary Calvert	Cr Andrew Noone
Cr Alexa Forbes	Cr Gretchen Robertson
Hon Cr Marian Hobbs	Cr Bryan Scott
Cr Carmen Hope	Cr Kate Wilson

Senior Officer: Sarah Gardner, Chief Executive

Meeting Support: Liz Spector, Committee Secretary

10 February 2021 11:00 AM

<b>Agenda Topic</b>	<b>Page</b>
1. PUBLIC FORUM No requests to address the Committee under Public Forum were received prior to publication of the agenda.	
2. APOLOGIES No apologies were received prior to publication of the agenda.	
3. CONFIRMATION OF AGENDA Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.	
4. CONFLICT OF INTEREST Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
5. CONFIRMATION OF MINUTES Minutes of previous meetings will be confirmed as true and accurate records, with or without changes.	3
5.1 <a href="#">Minutes of the 10 September 2020 Committee Meeting</a>	3
6. <a href="#">OUTSTANDING ACTIONS FROM RESOLUTIONS OF THE COMMITTEE</a>	7
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7.1	<b>UPDATE ON COMMUNICATIONS AND ENGAGEMENT POLICY REVIEW PROCESS</b>	8
	To provide the Committee with an update on the refresh of ORC's existing approach to communications and engagement and flag future consultation on a draft Otago Regional Council Significance, Engagement and Maori Participation Policy.	
	7.1.1 Attachment 1: ORC Significance and Engagement Policy 2017.07.01	19
7.2	<b>ADOPT AMENDED 2021 MEETING CALENDAR</b>	26
	7.2.1 Attachment 1: Proposed 2021 Meeting Calendar showing changes	29
8.	<b>CLOSURE</b>	



Minutes of a meeting of the Governance, Communications and  
Engagement Committee held in the Council Chamber on  
Thursday 10 September 2020 at 9:00 am

**Membership**

Cr Michael Deaker (Co-Chair)  
Cr Michael Laws (Co-Chair)  
Cr Hilary Calvert  
Cr Alexa Forbes  
Hon Cr Marian Hobbs  
Cr Carmen Hope  
Cr Gary Kelliher  
Cr Kevin Malcolm  
Cr Andrew Noone  
Cr Gretchen Robertson  
Cr Bryan Scott  
Cr Kate Wilson

**Welcome**

Co-Chair Michael Deaker welcomed Councillors, members of the public and staff to the meeting at 09:00 am.

Staff present: Sarah Gardner (Chief Executive), Gwyneth Elsum (GM Strategy, Policy and Science), Nick Donnelly (GM Corporate Services), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory), Amanda Vercoe (Executive Advisor), Liz Spector (Committee Secretary), Lisa Gloag (Manager Comms and Engagement), Nicole Ross (Manager People and Safety), Eleanor Ross (Manager Communications Channels), Andrea Howard (Manager Biosecurity and Rural Liaison), Shayde Bain (Comms and Engagement Advisor), Frederique Gulcher (Public Transport Brand Lead).

*For our future*

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## 1. APOLOGIES

### Resolution

*That the apologies for Cr Malcolm be accepted.*

Moved: Cr Hope  
Seconded: Cr Forbes  
CARRIED

## 2. CONFIRMATION OF AGENDA

The agenda was confirmed as published. Committee members requested to ask questions of staff after the final item about the current media monitoring service.

## 3. CONFLICT OF INTEREST

No conflicts of interest were advised.

## 4. PUBLIC FORUM

No public forum was held.

## 5. CONFIRMATION OF MINUTES

There were no previous minutes of the Committee.

## 6. ACTIONS

There are no outstanding actions for the Governance, Communications and Engagement Committee.

## 7. MATTERS FOR COUNCIL DECISION

### 7.1. Recruitment Protocols for Governance Appointments

The report presented the draft Otago Regional Council Recruitment and Appointment Policy (Governance) to inform future governance appointments as requested by Council on 24 June 2020.

Nick Donnelly (GM Corporate Services) and Nicole Ross (Manager People & Safety) were present to speak to the report and respond to questions. Several Councillors had questions about referee checks and privacy concerns. Ms Ross noted the policy is based on best practice Human Resource guidance. After a general discussion of the policy and its application, Cr Robertson moved:

### Resolution

*That the Council:*

- 1) **Receives** this report.
- 2) **Adopts** the attached Otago Regional Council Recruitment and Appointment Policy (Governance).
- 3) **Notes** that the Policy includes Guidelines for the Appointment of Directors to Port Otago Limited.

- 4) **Approves** that Guideline including guidance on Director residency in New Zealand.
- 5) **Notes** that the Policy also includes guidance for the Appointment of an Independent Member to the Subcommittee Audit and Risk.

Moved: Cr Robertson  
Seconded: Cr Hobbs  
CARRIED

## 8. MATTERS FOR NOTING

### 8.1. ECO Fund review 2020

The report was provided to give an overview of activity associated with the Otago Regional Council ECO Fund for the period covering 1 May 2019 to 30 June 2020.

Shayde Bain (Comms and Engagement Advisor) and Lisa Gloag (Manager Comms and Engagement) were present to respond to questions about the report. Cr Hobbs noted that several projects involved the same participants and asked if staff noted this before making ECO Fund awards. Ms Bain said each application was reviewed and awarded on individual merit, not necessarily taking into account who was involved in the project.

Cr Robertson asked that future reporting include visual metrics, and mapping to show the spread of uptake for the Fund. She said ORC could better use the data and then present to the community. Ms Bain indicated she was working on including this type of data in future reports.

After further general discussion of the report, Cr Wilson moved:

#### Resolution

*That the Council:*

- 1) **Receives** this report.
- 2) **Notes** that no changes will be made to ECO Fund terms and conditions, purpose and criteria following the 2020 review.
- 3) **Notes** that future reports on the ECO Fund will be presented to the Implementation Committee.
- 4) **Notes** the Chair of the ECO Fund Panel, Cr Michael Deaker, will appoint the three additional Councillor members of the decision panel as per the Terms of Reference.

Moved: Cr Wilson  
Seconded: Cr Robertson  
CARRIED

*Cr Noone left the meeting at 09:39 am.  
Cr Noone returned to the meeting at 09:41 am.*

## 8.2. Local Government Members 2020/21 Remuneration Determination

This report was provided to meet legislative requirements, noting the 2020/21 Local Government Members Remuneration Determination applies from 1 July 2020, until 30 June 2021. The determination made no changes to elected members' remuneration, allowances or fees from the previous fiscal year.

Amanda Vercoe (Executive Advisor) was present to respond to questions on the report. Cr Laws said he wanted staff to prepare a news release stating there will be no pay rise for Councillors for the year as the public would like to know this. CE Gardner indicated a national news outlet had a current LGOIMA request on remuneration of staff and Councillors post COVID-19 so this information will be in the public domain soon.

After further discussion, Cr Scott moved:

### Resolution

*That the Council:*

- 1) **Receives** this report.
- 2) **Notes** the Remuneration Authority's Local Government Members (2019/20) Determination 2019.
- 3) **Notes** the Remuneration Authority's Local Government Members (Temporary Reduction COVID-19) Determination 2020.

Moved: Cr Scott  
Seconded: Cr Hope  
CARRIED

## 9. CLOSURE

Cr Laws enquired about the current media monitoring service used by the ORC. He indicated he would like staff to review the subscription as he felt it was under-serving in certain areas. Eleanor Ross (Manager Communications Channels) said a staff review is currently underway and is well-advanced. Richard Saunders (GM Regulatory) indicated a report on the review will be brought to a future meeting of Council as it will be completed before the next Governance, Communications and Engagement Committee meeting.

There was no further business and Cr Deaker declared the meeting closed at 09:59 am.

\_\_\_\_\_  
Co-Chair

\_\_\_\_\_  
Date

**Governance, Communications and Engagement Committee Outstanding Resolution Actions at 10 February 2021**

<b>Meeting Date</b>	<b>Item</b>	<b>Status</b>	<b>Action Required</b>	<b>Assignee/s</b>	<b>Action Taken</b>	<b>Due Date</b>	<b>Completed (Overdue)</b>
10/09/2020	GOV1938 ECO Fund review 2020	Completed	Include more visual metrics and mapping of awarded projects in future reporting to inform and update the committee and community.	Manager Biosecurity and Rural Liaison	3/02/2021 Enhanced analysis and presentation of data will be included in future ECO Fund reports.	10/02/2021	03/02/2021

### 7.1. Update on Communications and Engagement Policy Review Process

**Prepared for:** Governance, Communications and Engagement Committee

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**Report No.** PCC2101

**Activity:** Governance Report

**Author:** David Cooper, Principal Engagement Advisor

**Endorsed by:** Richard Saunders, General Manager Regulatory

**Date:** 10 February 2021

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#### PURPOSE

- [1] To provide the Committee with an update on the refresh of our existing approach to communications and engagement and flag future consultation on a draft Otago Regional Council Significance, Engagement and Maori Participation Policy.

#### EXECUTIVE SUMMARY

- [2] The Otago Regional Council (ORC) is undertaking a refresh of our existing approach to communications and engagement with a view to improving how, why, and when we engage with our community, including our commitment to provide for meaningful engagement with our mana whenua partners.
- [3] The primary outputs from the work will be the development of a draft ORC Significance, Engagement and Maori Participation Policy (SEMP) and an associated internal practice plan and processes to guide staff in meeting the commitments of the new SEMP.
- [4] ORC is required to consult on the draft SEMP using the Special Consultative Procedure (SCP) set out in the Local Government Act 2002. A draft SEMP will be presented to the Governance, Communications and Engagement Committee on the 12<sup>th</sup> of May 2021 for approval to commence the SCP process.

#### RECOMMENDATION

*That the Committee:*

- 1) **Receives** this report.
- 2) **Notes** the current review of the ORC approach to communications and engagement, including the drafting of a new Significance, Engagement and Maori Participation Policy.
- 3) **Notes** there is a requirement to complete a special consultative process for the draft Significance, Engagement and Maori Participation Policy and that a draft will be presented to the Governance, Communications and Engagement Committee for approval on 12 May 2021 to commence consultation.

#### BACKGROUND

- [5] ORC is implementing a refresh of our overall approach to communications and engagement.
-



- [6] The ORC Strategic Directions 2020 identified the need to better meet ORC's responsibilities to our mana whenua partners, and the commitments and expectations of our community and stakeholders.
- [7] In response, staff engaged consultants, RDC Group, to facilitate a process to refresh our existing approach to communications and engagement, including a fit for purpose SEMP and associated processes to help ORC deliver on these commitments.
- [8] The initial stages of the refresh included a series of interviews with councillors, senior managers, mana whenua and key stakeholders and a review of best practice models to inform an approach that best reflects the specific needs of Otago.
- [9] Several consistent messages emerged from these interviews, including:
- Strong support, buy-in and interest for improving engagement and communications - from both staff and stakeholders;
  - Recognition of the need to improve practices;
  - Opportunity to build on positive iwi relationships and structures to strengthen this existing partnership;
  - Opportunities to clarify roles and responsibilities;
  - A need for clearer identification of key stakeholders and relationship management practices;
  - Addressing the risk of engagement fatigue from stakeholders, including the need to ensure we engage in a joined-up way;
  - Addressing confusion between customers, stakeholders and our iwi partners; and between communications and engagement; and
  - Addressing a perception that communications and engagement activity is focused on serving the business, not serving the needs of stakeholders.
- [10] Key areas for improvement were also identified through the interviews. These included:
- Clearer delineation and delivery of ORC's partnership with mana whenua;
  - improved community engagement planning and practices;
  - improved approaches to collaboration;
  - expanding ORC's approach to integrated environmental management; and
  - a need to improve the customer experience.

## ISSUES

- [11] ORC has a clearly identified need to improve community engagement and communications as well as enabling more meaningful engagement with our mana whenua partners.
- [12] With a significant work programme planned for the coming Long Term Plan (LTP) cycle it will be critical that the work programme includes improved engagement with mana whenua, our community and stakeholders, and that this engagement is well planned and follows clear guidelines. This will improve transparency in the ORC's processes and provide meaningful opportunities for involvement.

## DISCUSSION

- [13] The refresh process aimed at addressing the issues outlined above will result in the development of a new Significance, Engagement and Maori Participation Policy (SEMP) and an associated practice plan and processes to guide staff on the implementation of the SEMP.
- [14] A Significance and Engagement Policy is a requirement of councils under section 76AA of the *Local Government Act 2002*. It is aimed at informing communities of how the council will go about assessing the importance of matters, and how and when the community can expect to be consulted.
- [15] Otago Regional Council last developed and consulted upon its Significance and Engagement Policy in 2017. The new SEMP will replace the existing Significance and Engagement Policy (2017), included as an attachment to this report.
- [16] The Draft SEMP will be presented to Council for approval on 12 May 2021, prior to proceeding to public consultation through a SCP. There is no definite timeframe for the subsequent public consultation process, although it will occur within 2021, following consultation on the Long Term Plan.

## CONSIDERATIONS

### Policy Considerations

- [17] The SEMP will require public consultation under section 83 of the Local Government Act 2002.
- [18] The SEMP and associated plans and processes will drive communications and engagement across the ORC enabling ORC to meet its commitments of meaningful partnership with mana whenua and effective engagement with communities.

### Financial Considerations

- [19] Funding for the development of the SEMP including completing a special consultative process is available through existing 2020/21 Communications and Engagement budgets.

### Significance and Engagement

- [20] Significance and Engagement Policies must be consulted on using the Special Consultative Procedure as set out in Section 83 of the Local Government Act 2002.

### Legislative Considerations

- [21] A Significance and Engagement Policy is a requirement of councils under section 76AA of the *Local Government Act 2002*. Otago Regional Council is required to consult on the Draft SEMP through the Special Consultative Procedure process required under section 83 of the *Local Government Act 2002*.

### Risk Considerations

- [22] There are risks that the SEMP will not be favourably received by the community, requiring amendment to the SEMP and a delay in implementation.
- [23] Without clear commitments to improve our communication and engagement with mana whenua and our communities there is a risk to the future work programme.

**NEXT STEPS**

- [24] The next step is for staff to complete the draft SEMP and report to Council for approval to enter a Special Consultative Procedure.

**ATTACHMENTS**

1. ORC Significance and Engagement Policy [7.1.1 - 7 pages]

# **SIGNIFICANCE and ENGAGEMENT POLICY**

**1 July 2017**

A668088

## Introduction

This policy provides guidelines for determining the significance of proposals and decisions in relation to issues, assets or other matters affecting the Otago region, people likely to be affected, and the council's capability to perform.

It sets out how Council may engage the Otago community in its decision making processes, and what types of decisions may be involved.

The policy also sets out those assets considered by Council to be strategic assets.

This policy is prepared under the provisions of the Local Government Act. This policy will not apply where significance and engagement provisions are provided for in other legislation under which Council operates, such as the Resource Management Act.

## Significance

The Local Government Act 2002 (the Act) defines significance, as follows:

*"significance, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for, -*

*(a) the district or region;*

*(b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;*

*(c) the capacity of the local authority to perform its role, and the financial and other costs of doing so."*

Assessing significance is essentially a matter of judgement. Council will consider each issue, proposal, decision or matter to determine the degree of significance attached to it. The degree of significance will influence our approach to decision making. As the level of significance increases, the degree of community engagement undertaken will also increase.

### Degree of significance

When determining the degree of significance of any issue, proposal, decision or other matter we will consider:

- the extent of any consequences or impacts on Otago residents and ratepayers, or stakeholders, including the consequences for or impacts on future generations. A moderate impact on a large number of residents or ratepayers, and a major impact on a small number of residents or ratepayers will have higher degrees of significance than when there is a minor impact on any number of residents or ratepayers;
- the level of public interest likely to be generated within the region or New Zealand generally;
- any likely effect on the ability of the ORC to perform its role, carry out its existing activities and meet statutory timeframes;
- any financial and other costs or implications.

- the impacts on people's ability to use property or essential services;
- if the issue, proposal, decision or other matter involves a strategic asset as listed in this policy.

Judgement will set the level of community engagement and whether or not any impacts and consequences are of such a degree of importance as to require consultation on the issue, proposal, decision or other matter. The assessment will be documented, with reasons for conclusions reached.

#### **Financial guidelines for assessing the degree of significance**

To determine whether or not an issue, proposal, decision or other matter is significant on the basis of its monetary value, comparison of its cost should be made against an appropriate base amount.

Consideration will also be given to what proportion of the community is likely to be financially affected by the issue, proposal, decision or other matter.

To assist practical situations, percentage limits may be used as guides for determining the level of significance, with respect to monetary value:

- an amount, which is equal to or greater than 10% of the appropriate base amount, could be presumed to be significant, unless there is evidence to the contrary.
- an amount, which is equal to or less than 5% of the appropriate base amount could be presumed to not be significant, unless there is evidence to the contrary.
- an amount, which lies between 5% and 10% of the appropriate base amount is a matter of judgement and depends upon the particular circumstances of the case.

#### **Procedures**

Issues, proposals, decisions or other matters that are part of the normal day to day council operations will not require formal consideration for significance.

Matters that are in ORC's Long Term Plan and/or Annual Plan, and other policies and plans that as a requirement of legislation, have been consulted on, will not usually need further consideration under this policy.

When preparing reports to the council and its committees that require a decision, staff will complete a checklist indicating the following:

- whether or not the issue, proposal, decision, or matter has been included in an Annual Plan or Long Term Plan,
- the financial cost, if any associated with the issue, proposal, decision or matter, if it has been budgeted for, and if so, if it is within budget, and
- an assessment of the significance of the issue, proposal, decision or matter.

Authority is delegated to the Chief Executive and the council directors to review the assessment of significance on any issue, proposal, decision or matter arising, and approve the assessment made.

If an issue, proposal, decision or matter is determined to be significant, consultation will be required.

## Engagement

Engagement through this policy is about how the ORC will interact with the Otago community, interest groups, and its ratepayers, as part of its decision-making processes, and how we will respond to the community's preferences on issues.

Not all decisions will necessarily require specific engagement. As the level of significance of a decision increases, the degree of community engagement undertaken will also increase.

Some engagement is undertaken to provide information to the community, including about what the council is doing, and some to get feedback from the community on its preferences in relation to issues. This policy is in respect of the engagement undertaken to seek community preferences.

### Forms of engagement

Engagement takes many forms, from meeting informally with individuals and groups as part of our day to day operations, through to undertaking formal consultation processes with the whole community to seek its views on a specific matter.

When considering formal forms of engagement, the nature of the issue, proposal, decision or matter arising will help inform which engagement tool might be appropriate to the circumstance.

The sorts of tools council may use to engage with its community include:

- undertaking surveys
- using social media
- meeting with individuals, focus groups, and key stakeholders
- holding public meetings
- undertaking consultation

When choosing which engagement tool to use, consideration would be given to the circumstances of the matter including:

- who is being affected by the matter, i.e., is it a small focused group, or region wide, and how are they being impacted;
- what information does council already hold on community preferences in relation to the matter; and
- what is the level of significance of the matter, and the level of urgency in making a decision on it.

### Legislative requirements for consultation

Consultation is just one tool of engagement. Both the Local Government Act (LGA) and the Resource Management Act (RMA) have provisions around consultation.

#### Local Government Act 2002

In Section 82 of the LGA, the principles of consultation are provided. These principles include the following:

- anyone who may be affected or have an interest in a decision or matter should be encouraged to present their views to the local authority;
- the views presented should be received with an open mind, and given due consideration when making a decision; and
- processes must be in place for consulting with Maori.

Within this section the council has discretion to apply the principles in a manner it considers appropriate to any particular instance.

The LGA also sets out those circumstances when consultation in accordance with Section 82 must take place, and includes:

- development of this Significance and Engagement policy
- annual plans
- amending funding and financial policies

In Section 83, the LGA provides for a prescribed form of consultation, being the special consultative procedure. This procedure includes:

- preparation of a statement of proposal, which provides information on the matter to be consulted on, and making this publicly available;
- providing a period of not less than one month for people to provide their views on the proposal; and
- providing an opportunity for people to present their views to council in person or by way of audio link or audiovisual link.

The LGA also sets out those circumstances when Council must use the special consultative procedure for engaging with the community. They include:

- making, amending or revoking a bylaw; and
- adopting or amending a Long Term Plan.

#### **Resource Management Act 1991**

The RMA sets out the process for consultation that Council must use when developing policy statements, or regional plans under this Act, and processing applications for resource consent.

The steps can include:

- giving public notice of the consultation and sending a copy of the notice to anyone council thinks may be affected, and
- allowing a period of time for receiving submissions, and
- advertising that a summary of submissions received is available, and inviting further submission, and
- providing an opportunity for people to present their views.

These legislative requirements for consultation cover a high proportion of matters that Council would otherwise wish to engage the Otago community on.

#### **Other engagement matters**

There are many other situations when the council will engage with individuals, groups, stakeholders and communities.. These include but are not limited to the following:

- matters determined to be significant, if not already consulted on under legislative requirements;
- engaging with individuals and communities on water quantity issues and the availability of water;



- engaging with individuals and communities on water quality issues, and ways to comply with council's Water Plan requirements;
- liaising with those living within our flood protection and drainage scheme areas on scheme matters;
- engaging with communities on ways to improve air quality;
- engaging with land owners and occupiers on matters including pest animal and pest plant controls; and
- seeking information on customer satisfaction with services provided, and the council as a whole.

In all cases where engagement has been undertaken as part of Council's decision making processes, community preferences will be taken into consideration prior to any decision being made. Reports to Council and Committees prepared by staff will provide details of any engagement undertaken including the preferences of the community on the matter being decided upon.

### **Consultation with Maori**

Council has in place a "Memorandum of Understanding and Protocol between Otago Regional Council, Te Rūnanga o Ngāi Tahu and Kāi Tahu ki Otago for Effective Consultation and Liaison". The memorandum and protocol were first established in 2001, and are reviewed and updated as appropriate.

Te Rūnanga o Ngāi Tahu is the tribal representative body of Ngāi Tahu Whānui, a body corporate established 24 April 1996. The takiwā (area) of Ngāi Tahu Whānui includes the entire area of Otago Region.

It is the acknowledged practice of Te Rūnanga o Ngāi Tahu that consultation in the first instance is with the Papatipu Rūnanga. In the Otago Region there are four Papatipu Rūnanga being:

- Te Rūnanga Moeraki;
- Kati Huirapa Rūnanga ki Puketeraki;
- Te Rūnanga o Ōtākou; and
- Hokonui Rūnaka.

Council has statutory responsibilities to consult with Iwi and Maori on relevant management issues in the region and to take into account the principles of the Treaty of Waitangi. These obligations are primarily under the RMA 1991, the Ngāi Tahu Claims Settlement Act 1998, the Ngāi Tahu Claims Settlement (Resource Management Consent Notification) Regulations 1999, the Biosecurity Act 1993, and the Local Government Act 2002.

Consultation is required on the development, review and implementation of the Council's regulatory plans, policies and strategies under the LGA, RMA and Biosecurity Act. For such plans, policies and strategies, consultation and building of knowledge is mutually supported and facilitated through specific consultancy agreements between the Council and Kāi Tahu ki Otago Limited.

Meetings are held each year with representatives from the four Papatipu Rūnanga, Te Rūnanga o Ngāi Tahu, and Te Ao Marama, and discussions include Council's work programmes and plans.

Consent approvals and other regulatory permissions, wherever required by statute or plans, when being impacting Iwi / Maori interests and understandings, will involve consultation with Iwi / Maori.

## Strategic Assets

The Act defines strategic assets as:

*“strategic asset, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future wellbeing of the community; and includes:*

- (a) Any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and*
- (b) Any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and*
- (c) Any equity securities held by the local authority in –*
  - i. A port company within the meaning of the Port Companies Act 1988:*
  - ii. An airport company within the meaning of the Airport Authorities Act 1966.”*

The assets that the ORC holds and considers to be strategic are:

- ORC shares held in Port Otago Limited
- Flood Protection and Drainage Schemes

The flood protection and drainage schemes, managed as a whole, are considered to be strategic. However not all trading decisions made about these assets are regarded as significant, nor do they affect the asset's strategic nature, e.g., the Lower Taieri Flood Protection Scheme is strategic, but some bridges within the scheme area may not be, and the purchase or sale of such bridges may not amount to a significant decision.

Acquisition or disposal of a component of a strategic asset will not trigger this provision, unless it is considered that the component is an integral part of the strategic asset and that its acquisition or disposal would substantially affect the operation of the strategic asset.

## 7.2. Adopt Amended Meeting Calendar 2021

**Prepared for:** Governance, Communications and Engagement Committee

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**Report No.** GOV2103

**Activity:** Governance Report

**Author:** Amanda Vercoe, Executive Advisor

**Endorsed by:** Sarah Gardner, Chief Executive

**Date:** 5 February 2021

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### PURPOSE

[1] To approve proposed amendments to the governance meeting calendar for 2021.

### EXECUTIVE SUMMARY

[2] Council adopted a calendar of governance meetings for 2021 on 26 August 2020. Since then, at the request of the Chair of the Audit and Risk Subcommittee, it is proposed to change the dates of the Subcommittee's meetings, to a week earlier than the Finance Committee, to allow the Subcommittee's resolutions to be adopted in a more timely way. An additional council meeting has also been added in early June to support the Regional Policy Statement notification process.

[3] The changes that are proposed are highlighted in red in the attached governance meeting calendar.

### RECOMMENDATION

*That the Council:*

- 1) **Receives** this report.
- 2) **Adopts** the updated Otago Regional Council governance meeting calendar for 2021.

### BACKGROUND

[4] Nil.

### ISSUE

[5] Nil.

### DISCUSSION

[6] Nil.

### OPTIONS

[7] To adopt the proposed changes to the meeting calendar, or not.

## **CONSIDERATIONS**

### **Policy Considerations**

[8] No impact on policy considerations.

### **Financial Considerations**

[9] No impact on financial considerations.

### **Significance and Engagement**

[10] No impact on significance and engagement considerations.

### **Legislative Considerations**

[11] No impact on legislative considerations.

### **Risk Considerations**

[12] No impact on risk considerations.

## **NEXT STEPS**

[13] The next steps are to implement the updated governance meeting calendar for 2021, if adopted.

## **ATTACHMENTS**

1. 8.2.1 PROPOSED 2021 MEETING CALENDAR [7.2.1 - 1 page]

OTAGO REGIONAL COUNCIL SCHEDULE OF MEETINGS 2021

	Council (Monthly)	Strategy & Planning (Bi-monthly)	Workshop Day	Finance Committee (Quarterly)	Audit & Risk Subcommittee (Quarterly)	Regulatory Committee (Quarterly)	Data and Information Committee (Quarterly)	Implementation (Quarterly)	Governance, Community & Engagement (Quarterly)	Chief Executive Performance Rvw (Bi-annually)
JAN										
FEB		10/02/2021	11/02/2021		17/02/2021				10/02/2021	
FEB	24/02/2021		25/02/2021	24/02/2021	25/02/2021					
MAR			11/03/2021			11/03/2021	10/03/2021	10/03/2021		
MAR	24/03/21 OAMARU		25/03/21 OAMARU							
APR		14/04/2021	15/04/2021							
MAY		12/05/2021	13/05/2021		13/05/2021				12/05/2021	
MAY	26/05/2021 QUEENSTOWN		27/05/2021 QT AREA	26/05/2021 QUEENSTOWN	27/05/2021					
JUNE	9/06/2021		10/06/2021			9/06/2021	9/06/2021	9/06/2021		
JUNE										17/06/2021
JUNE	23/06/2021		24/06/2021							
JULY		7/07/2021	8/07/2021							
AUG		11/08/2021	12/08/2021						11/08/2021	
AUG	25/08/2021		26/08/2021	25/08/2021						
SEPT			9/09/2021			8/09/2021	8/09/2021	8/09/2021		
SEPT					22/09/2021					
SEPT	29/09/2021		30/09/2021							
OCT		13/10/2021	14/10/2021							
OCT	27/10/21 BALCLUTHA		28/10/21 BALCLUTHA							
NOV		10/11/2021	11/11/2021		11/11/2021				10/11/2021	
NOV	24/11/2021		25/11/2021	24/11/2021	25/11/2021					
DEC	9/12/2021					8/12/2021	8/12/2021	8/12/2021		9/12/2021

2021 MTG	10	7	18	4	7	4	4	4	4	2
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